

-----Original Message-----

From: Luzack, Cheryle J Ms. DCS, G-2
Sent: Monday, September 27, 2004 8:37 AM
To: Charles Jackson; Graul, Claudia S Ms DCS, G-2; 'Cooper, Bill'; McDonald, Dale T. NGIC; Thomidis, Dennis G Mr SECURITY; Stout, Donald R Mr IMA; Elmore, Joyce J Mrs TRADOC DCSINT; 'Fleming, Ken'; Frank Brigham; 'Franken, Dennis J.'; FSC MICECP; 'Herrmann, Ric'; Green, James O NGIC; Awkard, Janet G NGIC; Cram, Jeffrey Mr 650 MI; Smith, Jeffry, MR (L); Butler, John P NGIC; John Kennedy; Young, Julie, MS (L); Wolfe, Karen E Ms HQ INSCOM; 'Lopez, Charles'; Billman, Lynne L NGIC; Dimarco, Maria; G3 INSCOM Deputy ACofS G3 HQ INSCOM; 'Osborn, Beverly (SMDC-Huntsville)'; 'Reuss, Robert'; Cummins, Robert W., 1st IO Cmd; Robert White; Jones, Sam Mr.; Gibson, Sandra R Dr NETCOM; Schroer, Michael R Mr TRADOC DCSINT; Swartz, Suzanne L Ms DCS, G-2; Gardner, Terrence A. NGIC; 'Thacker, David'; Strange, Thad S Mr NETCOM; 'Watkins, John'
Cc: Christensen, Richard H Mr DCS, G-2
Subject: CP-35 FCR Training - RASS & OPM
Importance: High

Classification: UNCLASSIFIED

Please forward this information to careerists who have been approved for CP-35 funded training.

OPM is receiving incomplete online registrations from individual careerists for classes. OPM CANNOT process these registration forms without all the information! OPM must have name, address, all the personal information, office information, correct phone numbers, email addresses, etc. The only part they DO NOT have to complete is the payment information. However, they should go to the COMMENTS SECTION at the very bottom of the registration form and type in PAID FOR BY CP-35 ARMY, CHERYLE LUZACK OR HEWANA FAUNTLEROY, 703-695-1063. This info has to be on the registration form so the tuition costs will be billed to Army, CP-35. Otherwise your organization will wind up paying for it.

We were trying to make it a little easier for the careerists to get registered for the classes by allowing the online registration, but OPM must have the information requested in the online registration. Anyone that has submitted an online registration needs to resubmit it to ensure all the information is received by OPM. This office is not receiving any faxed or handwritten registration forms.

Also, we are receiving incomplete DD1556s and DD1610s in hard copy and in RASS. We cannot process the forms in RASS without the relevant information, i.e., tuition costs, dates of training,

and name of training course on the DD1556. On the DD1610 (TDY) it must show the reduced per diem of \$3.00 per day for ALL OPM courses and indicate mode of transportation, for example, POV or air and the cost for each. Any forms received in RASS without a minimum of this information will be disapproved and a new document will need to be resubmitted before attending the training class. RASS does not give the FCR any edit options so we cannot correct or otherwise fix the forms at this point.

If there are any questions, please contact me.

Thanks,

Cheryle J. Luzack

HQDA, DCS, G-2

Intelligence Personnel Mgt Office

(703) 695-1046

DSN: 225-1046

DCIPS - Meeting the Global Challenges of Today & Tomorrow